



# Common Abbreviations, Acronyms, and Symbols

ASAP	as soon as possible	?	unsure
b/4	before	??	Totally confused
b/c	because	!	important
bkgd	background	!!	very important
c.	circa, around, from the year	—	missed it; fill in later
cf.	compared with	*	information may be on the test
con't	continue	**	information will be on the test
def.	definition	**	information will be on the test
dept.	department	+ &	and, also, in addition to, plus
diff.	difference	↑	increase, rise, go up, grow, gain
e.g./ex.	For example	↓	decrease, lowering, loss
esp.	especially	→	leads to, caused
etc.	et cetera, and so on	=	equal
evid.	evidence	≠	not equal to
f.	frequently	<	less than
i.e.	that is	>	greater than
incl.	including	~	about, approximately
lb	pound	#	number
max	maximum	∴	therefore
mph	miles per hour	∞	infinity; endless
pop.	population	//	parallel to
pp./pps.	page/pages	...	and so on
ppl.	people	X	I disagree
re:	regarding	() []	Information belongs together
rep.	represents	@	at
rxn	reaction	\$	cost, price
s/o	someone	♂	male
s/t	something	♀	female
tho'	though	⊖	negative
v.	very	⊕	positive
vs.	versus, against, opposed to	>>	as a result of
w/	with	△	change
w/b	will be	/	per
w/o	without	¶	paragraph
wd/wrds	word/words	p	after
yr/yrs	year/years	q	every



# Shortcuts Study Guide

Fold on the dotted line. Read the rule in the first column. Look at the word in the second column. In the third column write down the shortcut that would be appropriate for that word. When you are finished, unfold the fourth column to check your answers.

Fold Here

The Rule	Example Word	How would you shorten this word?	Suggested shortcut
Write down only the first syllable (and possibly the second letter of the next syllable)	subject		subj.
	approximately		approx.
	minimum		min.
	information		info.
	excluding		excl.
Leave out vowels.	people		ppl
	should		shld
	could		cld
	world		wrld
	good		gd
Use "g" to represent "ing" endings.	texting		txtg
	networking		ntwkg
Use an apostrophe.	international		int'l
	continued		con't
	government		gov't
Leave out unimportant words.	Articles: the, a, an, Prepositions: on, at, in, from Helping verbs: is, are, have		